



## Get staff comments on an imminent development application before making a formal application

Pre-Application Meetings are recommended for complex inquiries related to:

- Single detached residential development with five or more units;
- Strata title conversion;
- Multi-unit residential development;
- Mixed-used developments; or
- Developments with complex site constraints (as determined by staff).

Simpler proposals requiring clarification on land use policy and zoning regulations can be addressed by visiting [delta.ca](https://delta.ca), using [DeltaMap](#) and reviewing the title of the property. The Application Centre is also available to respond to inquiries without a formal meeting (contact information below).

Staff are not able to comment on the probability of success of an application or provide estimates of probable costs to provide adequate engineering services. Pre-application comments are provided for preliminary discussion only and are not intended to be a complete set of requirements, nor should they be considered as approval of the proposal.

The submission requirements are provided on the next page.

### Need more help? Contact or visit the Application Centre!



604.946.3380



Community Planning & Development Department  
City of Delta  
4500 Clarence Taylor Crescent  
Delta BC V4K 3E2



[cpd@delta.ca](mailto:cpd@delta.ca)

## Submitting a Pre-Application Meeting Request:

Apply and pay the application fee online at [deltaonline.ca](http://deltaonline.ca). The fee for a Pre-Application Meeting request is credited toward development application fees if an application is received within 6 months. See minimum submission requirements below.

Submission Requirements:		
Document	Required?	Description
Form – Owner Authorization	Required	All owners listed on title of subject property(ies) must sign the owner authorization form.
Form – Pre-Application Meeting Summary	Required	All fields on the form must be completed. A brief summary statement should include reference to how the proposal complies with Delta’s Bylaws (OCP, Zoning, development permit areas, etc.); how the proposal would benefit the community; and any sustainable features.
Conceptual Site Plan and Building Plans	Required	Plans must be clearly labeled and drawn to scale. Existing trees that are on or adjacent to the site should be identified on the Site Plan. The plans provided must include sufficient detail to provide land use context and site limitations.
Preliminary Servicing Plan	Optional	Conceptual on- and off-site servicing plans including capacity considerations prepared by a civil engineer.  Please note that it is the applicant’s responsibility to engage an engineering firm to undertake an analysis of Delta’s existing infrastructure and determine if it is adequate to service the proposed development.
Site Photos	Optional	Photos of the subject property as viewed from the street, rear property line, neighbouring lots, and to illustrate site conditions.
Current Title Search and copies of charges on title	Optional	If a current title search (within 3 months) is not provided, a title search and copies of charges on title will be collected at the applicant’s cost.
Any other supporting plans or reports you would like staff to review	Optional	May include survey plan, arborist’s report, traffic impact study, geotechnical report, etc.

## What to Expect:

In response to a complete Pre-Application Meeting request, staff will review the proposal and:

- Advise of relevant land use policies and regulations.
- Advise of planning issues with respect to the proposal.
- Advise the applicant on costs that are outlined in Delta’s Bylaws.
- Review the list of application requirements for your proposal and confirm the application process.